



## Loudoun County Fire and Rescue System Guideline

<b>Subject: Establishment of System Guidelines</b>	<b>Effective: 6 June 2000 Revised: 31 August 2004</b>
<b>Chapter: Administration</b>	<b>FRG: 1.2</b>
<b>Approved: _____, Fire and Rescue Commission</b> <b>_____ , Dept. of Fire and Rescue Services</b> <b>_____ , Operational Medical Director</b>	

**Purpose:** Establish system requirements for development and distribution of System, Department, Division, and Station guidelines.

**Authority:**

Under the authority granted by the Board of Supervisors Charter for the Fire and Rescue Commission dated 20 May 2002, the Commission is responsible for establishing an integrated fire, rescue, and emergency medical services structure within Loudoun County. The Commission's authority extends to career and volunteer emergency services personnel. This guideline establishes the framework for policies and guidelines to be used within the Loudoun County Fire and Rescue System.

**Guideline:**

1. There are four tiers of system policies, guidelines, and directives. The tiers are described below:

**A. *Fire and Rescue System Guidelines***

Fire and Rescue System Guidelines (FRG) describe the broad goals and policies for the fire and rescue system and may include procedures applicable to all County fire and rescue stations and personnel. The guidelines must be

consistent with Board of Supervisors ordinances and policies, the Fire and Rescue Commission Charter and Bylaws, as well as Commonwealth Rules and Regulations. The format of this guideline shall be used for all Fire and Rescue System Guidelines. Copies of each FRG shall be distributed to all fire and rescue stations, the Department of Fire and Rescue Services, and all other affected parties.

Fire and Rescue System Guidelines shall require the approval of the Fire and Rescue Commission and the Chief of the Department of Fire and Rescue Services. If a Fire and Rescue System Guideline addresses emergency medical services guidelines or protocols, the FRG must also be approved by the Operational Medical Director.

The organization of the Fire and Rescue System Guidelines is provided in Attachment 1.

***B. Operational Medical Policies and Protocols (OMPP)***

Operational Medical Policies and Protocols (OMPP) describe the policies, procedures, and protocols for emergency medical care within Loudoun County's fire and rescue system. The guidelines must be consistent with Board of Supervisors ordinances and policies, the Fire and Rescue Commission Charter and Bylaws, as well as rules and regulations of the Virginia Department of Health and Office of Emergency Medical Services. Copies of each OMPP shall be distributed to all fire and rescue stations, the Department of Fire and Rescue Services, and all other affected parties.

Operational Medical Policies and Protocols shall require the approval of the Operational Medical Director, or in his/her absence, the Assistant Medical Director. OMPPs are not subject to Fire and Rescue Commission or Department of Fire and Rescue Services approval. The organization of the OMPPs is provided in Attachment 1.

***C. Department, Division, and Station Guidelines***

These guidelines are written procedures that are unique to the individual operations of the Department of Fire and Rescue, its Divisions, or the volunteer fire and rescue stations. The guidelines must be consistent with system policies and FRGs. No specific format is required for these guidelines. A copy of these guidelines shall be available at each affected site.

***D. Fire and Rescue General Orders (FRGO)***

Fire and Rescue General Orders (FRGOs) are temporary written guidelines that cover specific circumstances. General Orders will be issued in anticipation of a change to a Fire and Rescue System Guideline or a Department, Division, or Station Guideline. The General Order must be consistent with Board of Supervisors ordinances and policies, the Fire and Rescue Commission Charter and Bylaws, as well as Commonwealth Rules and Regulations. The Special Order will be distributed to each affected site and shall be stored with other guidelines. Special Orders shall be destroyed on expiration.

2. Guidelines are not intended to address every contingency or condition within the fire and rescue system. As the needs of the system change, modifications or additions to FRGs may be recommended by the Fire and Rescue Commission, the Department of Fire and Rescue Services, individual fire and rescue stations, the Fire Council and its committees, the EMS Advisory Council and its committees, and the Operational Medical Director. Suggestions for County guidelines shall be submitted to the Chairman of the Fire and Rescue Commission or the Commission's Executive Assistant. Draft language should accompany any recommendation.

3. Any career or volunteer member of the Loudoun County fire and rescue system who requires clarification of any system guideline should contact their station supervisor or station officer for assistance.

## **Attachment 1: Organization of Fire and Rescue Guidelines, Operational Medical Directives, and General Orders**

### ***Loudoun County Fire and Rescue System Guidelines***

#### **Administration**

##### **1.0 General**

###### **1.1 Organization of System**

###### **1.1.1 Fire and Rescue Commission**

###### **1.1.1.1 Electronic Access to Commission Meetings (13 January 2004)**

###### **1.1.2 Fire and Rescue Companies**

###### **1.1.2.1 Fire and Rescue Auxiliaries (29 June 04)**

###### **1.1.2.2 Designation of Fire and Rescue Stations (29 June 2004)**

###### **1.1.3 Department of Fire and Rescue Services**

###### **1.1.4 EMS Advisory Council (DRAFT)**

###### **1.1.5 Fire Advisory Council (DRAFT)**

###### **1.1.6 Operational Medical Director (DRAFT)**

###### **1.2 Establishment of System Guidelines (31 August 2004)**

###### **1.3 Administrative Records and Audits (25 March 2003)**

##### **2.0 Service Agreements**

###### **2.1 Mutual Aid Agreements**

###### **2.2 Career Service Agreements**

###### **2.3 Volunteer Company Service Agreement**

##### **3.0 Human Resources**

###### **3.0.1 Code of Conduct - General**

###### **3.0.2 Code of Conduct – Criminal and Traffic Offenses (27 Apr 04)**

###### **3.0.3 Code of Conduct – Sexual Harassment (27 Apr 04)**

###### **3.1 Medical Screening and Health Assessments**

###### **3.1.1 Tuberculosis Screening (8 May 02)**

###### **3.2 Health and Wellness Programs**

###### **3.3 Injury Reporting and Rehabilitation**

###### **3.4 Volunteer Benefits Programs**

###### **3.4.1 Company Life Membership (3 April 2001)**

###### **3.4.2 Volunteer Tuition Reimbursement Program (2 December 2003)**

###### **3.4.3 Auxiliary Personal Property Tax Reduction Program (6 Nov 2001)**

###### **3.4.4 Volunteer Fire and Rescue Retirement Points (6 Nov 2001 – REVISION PENDING)**

###### **3.5 Background Investigations**

###### **3.5.1 Volunteer and Career Background Disqualifiers (DRAFT)**

###### **3.6 Fire and Rescue Awards (DRAFT)**

##### **4.0 Finances**

- 4.1 Budgeting
- 4.2 Distribution of County Funds
  - 4.2.1 Distribution of Fiscal 2005 County Contributions (25 May 2004)
  - 4.2.2 Suspension of County Contributions (7 December 1999)
  - 4.2.3 Distribution of Fiscal 2005 Proffer Replacement Funds (DRAFT)
- 4.3 Procurement and Purchasing
- 4.4 Travel and Expense Reimbursements
- 4.5 Fire and Rescue Proffer Guidelines
  - 4.5.1 Fire and Rescue Proffer and Special Exception Guidelines (1 May 2001)
- 4.6 Fund Raising
  - 4.6.1 Fund Raising Boundaries (13 January 2004)
- 5.0 Public Information and Education**
  - 5.1 Public Information Officer
  - 5.2 Child Safety Seat Program
- 6.0 Information Management**
  - 6.1 Fire and EMS Incident Reporting
  - 6.2 Confidentiality and Access to Information
- 7.0 Capital Facilities**
  - 7.1 FY04-08 Capital Facilities Program (13 January 2004)
  - 7.2 Capital Facilities Intensity Factors (31 August 2004)
  - 7.3 Capital Facilities Development Plan (DRAFT)
- 8.0 System Planning**

## **Operations**

- 1.0 General**
  - 1.1 Authorization to Act While Off-Duty (2 June 1992)
  - 1.2 Turnout and Response Times (25 March 2003)
  - 1.2 Vehicles
    - 1.2.1 Minimum Apparatus Staffing (24 June 2003)
    - 1.2.2 Vehicle Accidents
    - 1.2.3 Use of Seat Belts
    - 1.2.4 Response of Vehicles
    - 1.2.5 Street Books
    - 1.2.6 Backing Procedures for Apparatus
    - 1.2.7 Traffic Pre-emption Systems (1 May 2001)
    - 1.2.8 Regional ALS Response Vehicles (8 May 2002)
  - 1.3 Establishment of Career Operational Services (31 August 2004)
- 2.0 Command Operations**
  - 2.0.1 Incident Command Structure (DRAFT)
  - 2.1 Safety

- 2.1.1 Safety Officer
- 2.1.2 Exposure Control Plan
  - 2.1.2.1 N95 Respirator (27 Apr 2004)
- 2.1.3 Self-Contained Breathing Apparatus (SCBA)
  - 2.1.3.1 Self-Contained Breathing Apparatus Fit Testing (25 May 2004)
- 2.1.4 Protective Clothing
  - 2.1.4.1 Helmet Color Designation (29 October 2002)
- 2.1.5 Water Coolers on Apparatus
- 2.1.6 Personnel Accountability
- 2.1.7 Response to a Report of Trapped or Missing Person (6 June 2000)
- 2.2 Incident Command
  - 2.2.1 Mutual Aid Operational Plan (3 April 2001)
  - 2.2.2 Incident Command Time (4 April 2002)
- 2.3 Battalion Chiefs Program
  - 2.3.1 Fire Battalion Chiefs Program (8 May 2002)
- 3.0 Fire Suppression Operations**
  - 3.1 Structure Fires
    - 3.1.1 Additional Apparatus on Second Alarm Dispatches (3 October 2000)
    - 3.1.2 Additional Apparatus on Working Structure Fires (6 November 2001)
    - 3.1.3 Dispatches to Report of an Odor of Smoke (25 July 2000)
    - 3.1.4 Response to Dulles Town Center Mall (6 March 2001)
    - 3.1.5 Ladder Truck Response (3 April 2001)
    - 3.1.6 Tanker Truck Response (6 November 2001)
    - 3.1.7 Responses to Inside Natural Gas or Propane Gas Leaks (27 Apr 04)
  - 3.2 Appliance Fires
    - 3.2.1 Dispatches to a Report of an Appliance Fire (25 July 2000)
  - 3.3 Response to Fire Alarms
    - 3.3.1 Automatic Fire Alarms at Nursing Homes and Hospitals (29 Oct 02)
- 4.0 EMS Operations**
  - 4.0.1 EMS Regional Response (15 October 2000)
  - 4.0.2 Operations during Hospital Diversionary Status (5 December 2000)
  - 4.1 Advanced Life Support Operations
    - 4.1.1 Critical Care Dispatch Guidelines (5 June 2001)
    - 4.1.2 24-hour Career Advanced Life Support (1 May 2001)
    - 4.1.3 Multi-Patient Transport by Helicopter (4 Feb 2003)
- 5.0 Rescue and Special Operations**
  - 5.1 Aircraft Rescue Operations
  - 5.2 Structural Search and Rescue
    - 5.2.1 Response to Stalled Elevators (5 December 2000)
  - 5.3 Vehicle Rescue Operations
  - 5.4 Trench and Confined Space Rescue Operations
  - 5.5 Vertical Rescue Operations

- 5.6 Hazardous Materials Operations
- 6.0 Post-Incident Operations**
- 7.0 Training**
  - 7.1 Basic Training Requirements
    - 7.1.1 Minimum Training for Firefighter I and EMT-Basic (13 January 2004)
- 8.0 Communications**
  - 8.0.1 Incident General Announcement (4 June 2002)
  - 8.0.2 System Readiness Status (6 November 2001)
  - 8.0.3 Response to Emergency Activation Signal (30 April 2002)
  - 8.0.4 System Status Management
    - 8.0.4.1 Failure to Meet Turnout Standard (24 June 2003)
- 9.0 Fire Marshals**

## ***Loudoun County Operational Medical Policies and Protocols (OMPP)***



## ***Loudoun County Fire and Rescue System General Orders***

### **Operations**

- 1.0 Neersville Fire In-Home Duty Crew (25 September 2001, expires 31 December 2004)
- 2.0 Round Hill Fire and Rescue Duty Crews (4 February 2003, expires 30 June 2004)